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Tender

Innovation Fund Administrator - Embedding Children's Rights in Public Services

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-012041

Procurement identifier (OCID): ocds-h6vhtk-0335a6

Published 9 May 2022, 4:28pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Contact

Stuart Riach

Email

stuart.riach2@gov.scot

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.scotland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Innovation Fund Administrator - Embedding Children's Rights in Public Services

Reference number

CASE/582931

II.1.2) Main CPV code

- 75100000 - Administration services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government has a requirement to place a contract with an external service provider for the provision of fund administration services.

The service provider will be required to develop, establish and administer a grant funding programme (the Innovation Fund) that will stimulate improvement and innovation activity supporting the process of embedding a child rights based approach in public bodies and supporting the implementation of the United Nations Convention on the Rights of the Child (UNCRC) into public services.

II.1.5) Estimated total value

Value excluding VAT: £125,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The objectives of this Contract include, but are not limited to the following:

- To set up and administer an Innovation Fund
- To provide support and guidance to interested parties to access these funds via the application process
- To deliver pre-funding activities which include pre-application engagement, application sifting, eligibility checks, due diligence, development of a grading process, and setting up the Fund from June 2022
- Develop a decision making process which include representation from Scottish Government and children/young people
- To administer 2 rounds of funding, between July 2022 and March 2024 and associated pre- and post-funding activities, with a round of awards made within each financial year of the period.
- To administer the eligibility, due diligence and grading process in a robust and independent way.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £125,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for an additional 12 months beyond the initial term.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD 4B.4: Bidders must demonstrate a current ratio of no less than 1.

Current ratio will be calculated as follows: Total current assets divided by Total current liabilities.

Insurance Requirements - the bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

SPD 4B.5.1a - Professional Risk Indemnity 1,000,000 GBP

SPD 4B.5.1b - Employer's (Compulsory) Liability Insurance 5,000,000 GBP

SPD 4B.5.2 - Public Liability: 1,000,000 GBP

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a group, can provide a parent guarantee if the parent company satisfies the financial requirements stipulated above.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD 4C.1.2 - Tenderers to provide 2 examples of undertaking similar services within the last 3 years.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 June 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

10 June 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Single Procurement Document (Scotland) is a standard qualification questionnaire supplied by Scottish Ministers for all regulated procurements. The SPD (Scotland) is used to self-certify for the minimum requirements to tender for this contract opportunity and will be

scored on a Pass/Fail basis.

Individual questions that form the Quality award criteria will be scored using the following methodology: 0 - Unacceptable; 1 - Poor; 2 - Acceptable; 3 - Good; 4 - Excellent.

The lowest total tender price will be awarded 100% of the score available for Price. The Price score for the remaining Tenderers will be relative to the lowest total tender price.

NOTE: The buyer is using PCS-Tender to carry out this procurement process. The project code is 21329 and the ITT code is 44397.

Please note this is a separate website and if you are not already registered, you will be required to do so. To access PCS-Tender, record your interest in this notice and access the tender documentation please visit

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>.

Please search for the project Code under PQQs/ITTs Open to All Suppliers and use the Search/Filter function then the Project Code from the dropdown list. Please note that once you have expressed interest in the PQQ/ITT it will move to your My PQQs/ITTs area.

For further information on using PCS-Tender, please read the Supplier Response Guide:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/PCS-TSupplierResponseGuide>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21329. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:692735)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom